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INFLAMMABLE

DECORATIONS

FIRE CONTROL CENTER

FIRE CONTROL CENTER

GUIDE for INSPECTORS

RE: Inflammable Decorations:-

- I. Section 12 of Form X of the regulations of the Department of Public Safety specifies that "no inflammable decorations shall be used in stores, halls, and places of assembly, as such term is defined in General Laws, (Ter. Ed.), Chapter 143, Section 1, as amended by the acts of 1943, Chapter 546, Section 1; except to such an extent, such period of time, and under such terms and conditions as the head of the Fire Department shall authorize in writing."

Pending the establishment of further regulations applicable to the Commonwealth of Massachusetts, by the Commissioner of Public Safety, or by the Bureau of Standards and Appeals, the following directions are set forth as a guide for inspectors who may be called upon to make observations or reports concerning the existence of inflammable scenery or decorations in stores, halls, and places of assembly.

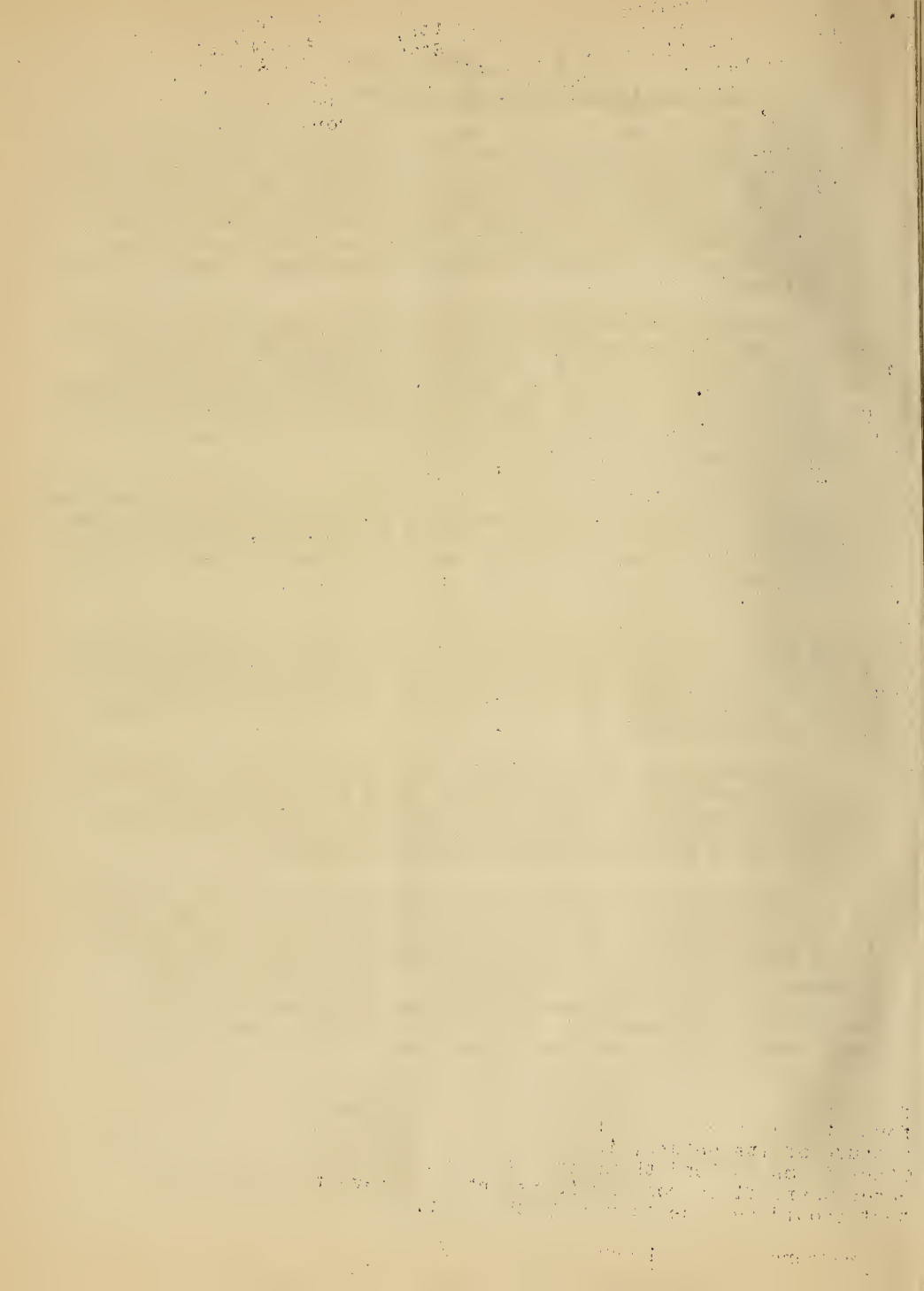
It should be noted that if an owner or occupant is aggrieved by an act, order or decision made by the Fire Commissioner pertaining to the subject of inflammable decorations, he may appeal to the State Fire Marshal under the provisions of Section 31 of Chapter 148.

- II. The term "decorations" is not one which has any precise legal meaning and the regulations of the State Fire Marshal do not contain any definition of the term "inflammable decorations", while ordinary dictionary definitions are not comprehensive enough to be helpful to a Fire Department Inspector concerned with law enforcement.

Under these circumstances, the classification of decorative or ornamental material depends upon the facts in each individual instance. These facts include a consideration of the use to which the article in question is put; that is, whether it is primarily utilitarian or ornamental.

- III. A. Because one or more of the following materials is found on the premises does not of itself determine that it is, therefore, a decoration. However, most decorative material will be found to be made of the following material; some of which, because of its nature, is incapable of being flameproofed. Other items do lend themselves to flameproofing, but in all cases where flameproofing is reported to have taken place, a test should be made to verify the fact.

Streamers	Leaves	Flags
Cloth	Moss	Pennants
Fabrics	Rope	Bunting
Cotton batting	Fibre	Draperies
Straw	Paper	Artificial leather or
Vines	Cardboard	leatherette



B. The following items are not ordinarily considered as decorations.

Floor Coverings

Furniture and fixtures in the form of chairs, tables, stools, benches, curtains on rollers on windows

Chandeliers, lighting fixtures

Painted wall surfaces

Wood panel wall surfaces

Plaster ornamentation on ceilings or walls

Wall coverings of materials, not exceeding 1-16th of an inch in thickness and applied directly to and adhering to a non-combustible base.

Materials made of fibre board, plaster board, asbestos, sheet rock, etc.

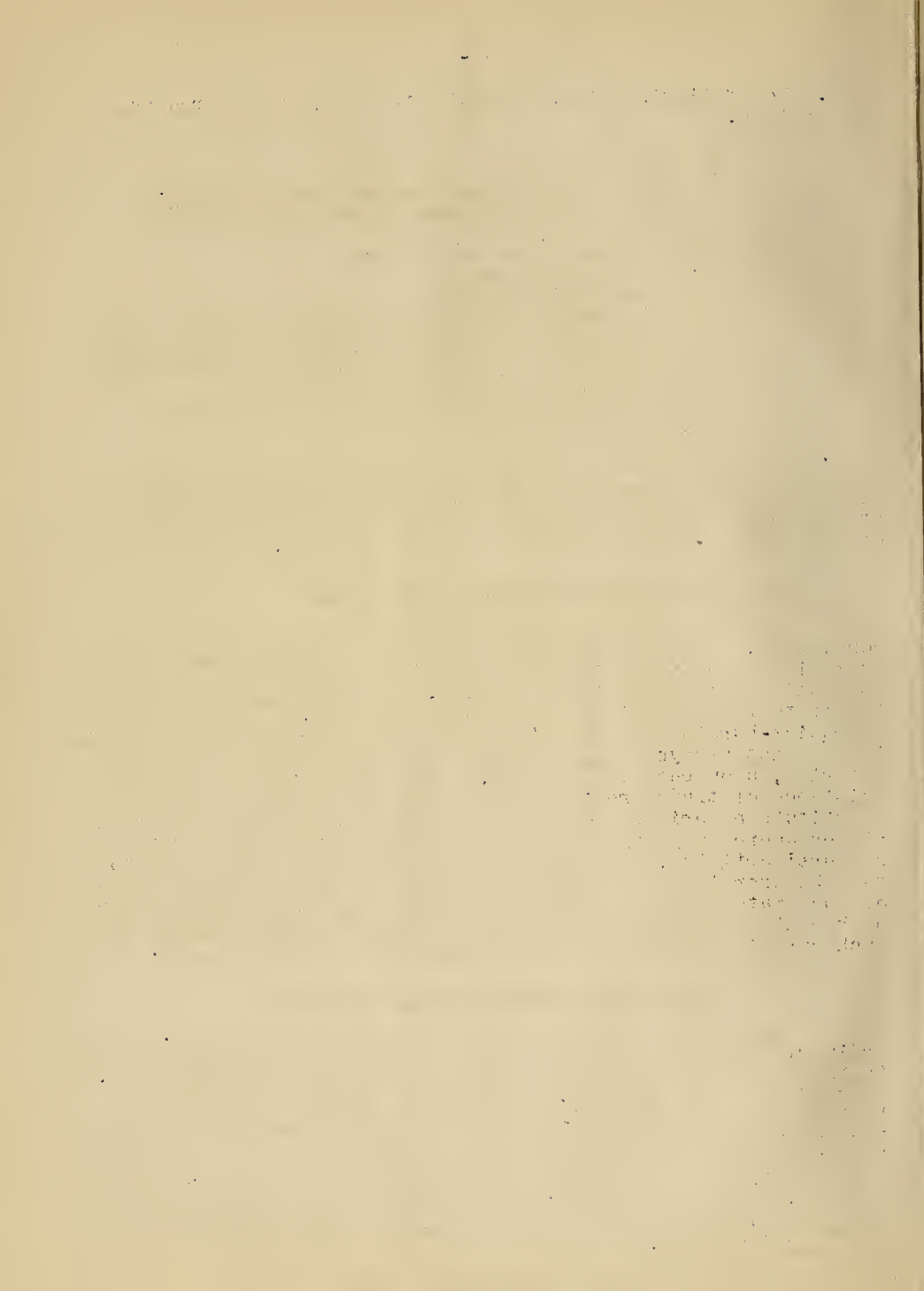
C. The following items are among those which may offer problems to an Inspector which are difficult to solve fairly, giving due recognition to the usefulness of the material and at the same time recognizing the fact that there are ornamental or decorative features connected with their use.

(1) Transparent curtains over glass

Here the location and extent of use is a factor to be considered. It is generally accepted that transparent curtains over glass are ornamental, but at the same time there is an almost universal use of this material. It does not usually lend itself to flameproofing and it is inflammable. Nevertheless, the quick-burning characteristics of such material is such that it does not always offer a danger of spreading fire to other material, upon becoming ignited. Fire experience is such that existence of transparent curtains over glass windows does not constitute a serious hazard even though windows are located in places where they may be exposed to accidental contact with smokers' articles. But the overall judgement of the inspector must be exercised to determine whether or not an extensive use of such material in a room is such that the accumulated danger of becoming ignited is substantial enough to make removal of such curtains desirable in the interests of public safety.

(2) Artificial leather wall coverings

Such material is incapable of being flame-proofed. Ordinarily it has on its surface a japanning or a lacquer which is the source of fumes and gases when the material is on fire. These fumes are dangerous. Therefore, where an artificial leather wall covering exists, even though it may be attached to the permanent structure and be a part thereof, and even though it may be attached to a piece of furniture which is not primarily ornamental, it constitutes a hazard and if such material is present to any great extent, the hazard is of a serious nature to all occupants of the room. Therefore, such material should be ordered removed.



- (3) Display of racks, price card holders and sign racks, etc., made of cellulose material incapable of being flameproofed

Such articles while not primarily decorative or ornamental are generally found in show windows or show case or counter displays in stores. Any object with a cellulose base is dangerous because when ignited it gives off a dangerous gas. Non-combustible materials may be substituted usually for such objects and therefore articles described above having a cellulose base, being incapable of being flameproofed should be ordered removed.

- (4) Shoe forms, leg forms for stocking displays, in stores and store windows come under the above classification

- (5) Christmas decorations and use of evergreen at other times in stores, halls and places of assembly

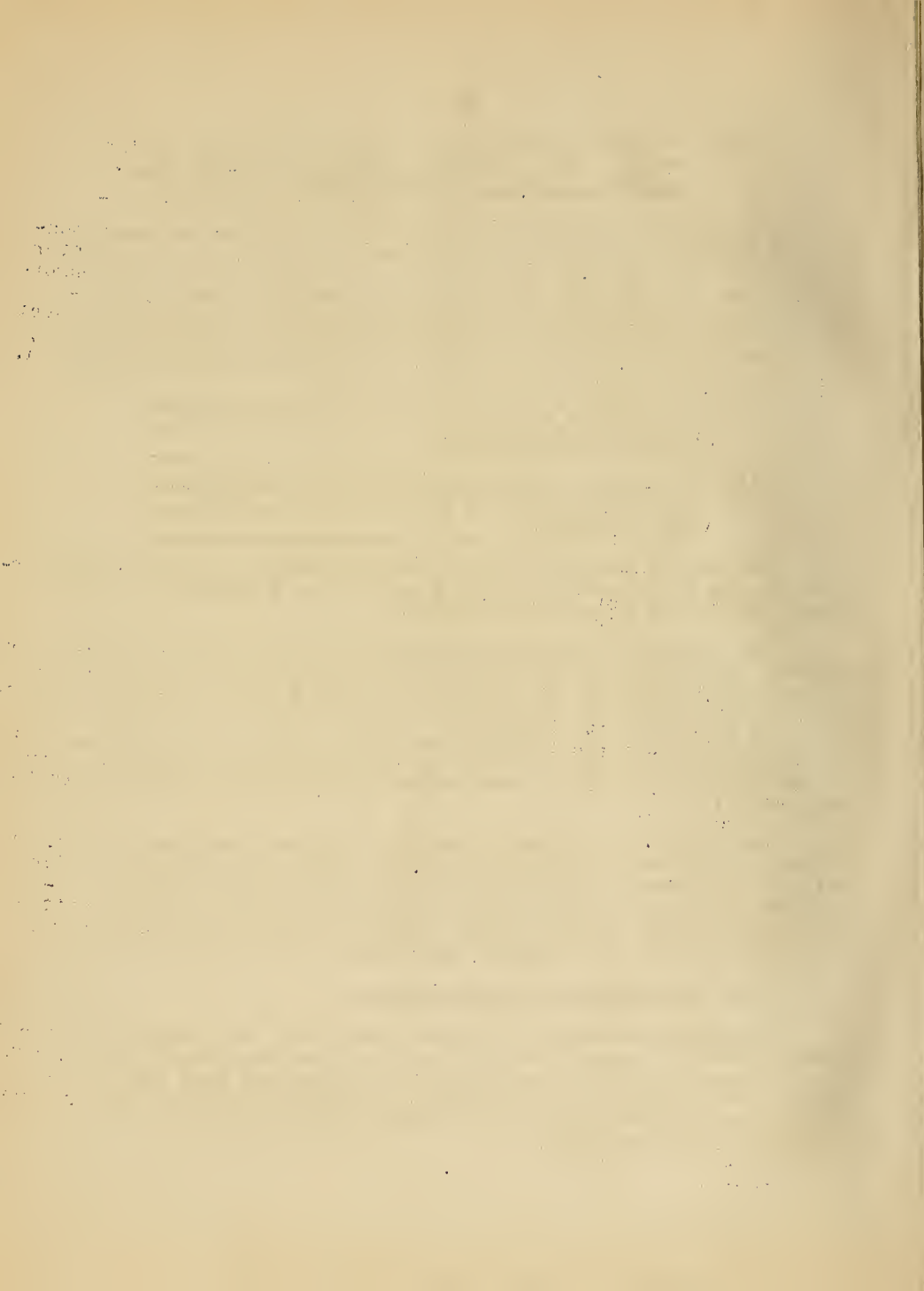
The use of hemlock, balsam, Spanish Moss, or other decorative greens which contain pitch shall not be permitted in stores, halls, or places of assembly.

The hanging of fresh-cut decorative greens in a place of assembly upon a combustible frame-work or base, or by means of a combustible material, should be discouraged and in no instance shall be permitted for a period in excess of 24 hours. Such fresh-cut natural trees, plants, or shrubs, shall be permitted only where they are out of the reach of the public, and where the accidental ignition of such material will not be likely to cause panic.

The use of cut flowers, fresh-cut decorative greens, or natural rubber trees, or rubber plants, shrubs, or grass for artistic enhancement or decorative purposes, should be discouraged but under special safety conditions may be permitted provided that such trees, plants, shrubs or grass are in soil and are maintained in a healthy condition.

- (6) Decorations in store windows

Decorative material in store windows may be permitted if flameproofed in a manner suitable to the Fire Department, but only in cases where the store window is separated from the interior of the store by a partition of plaster board or some equally fire resisting material or where sprinklers are installed in said windows.



(7) Black-Out curtains

During the war period black-out curtains may be permitted and if an inspector so requires, such curtains should be flame-proofed.

(8) Use of draw curtains

Draw curtains in restaurants, assembly rooms, or cabarets where entertainment is provided may be permitted provided all other conditions in the room are satisfactory to the inspector, and provided that such curtains have been flameproofed in a manner satisfactory to the Fire Department.

(9) Use of flags

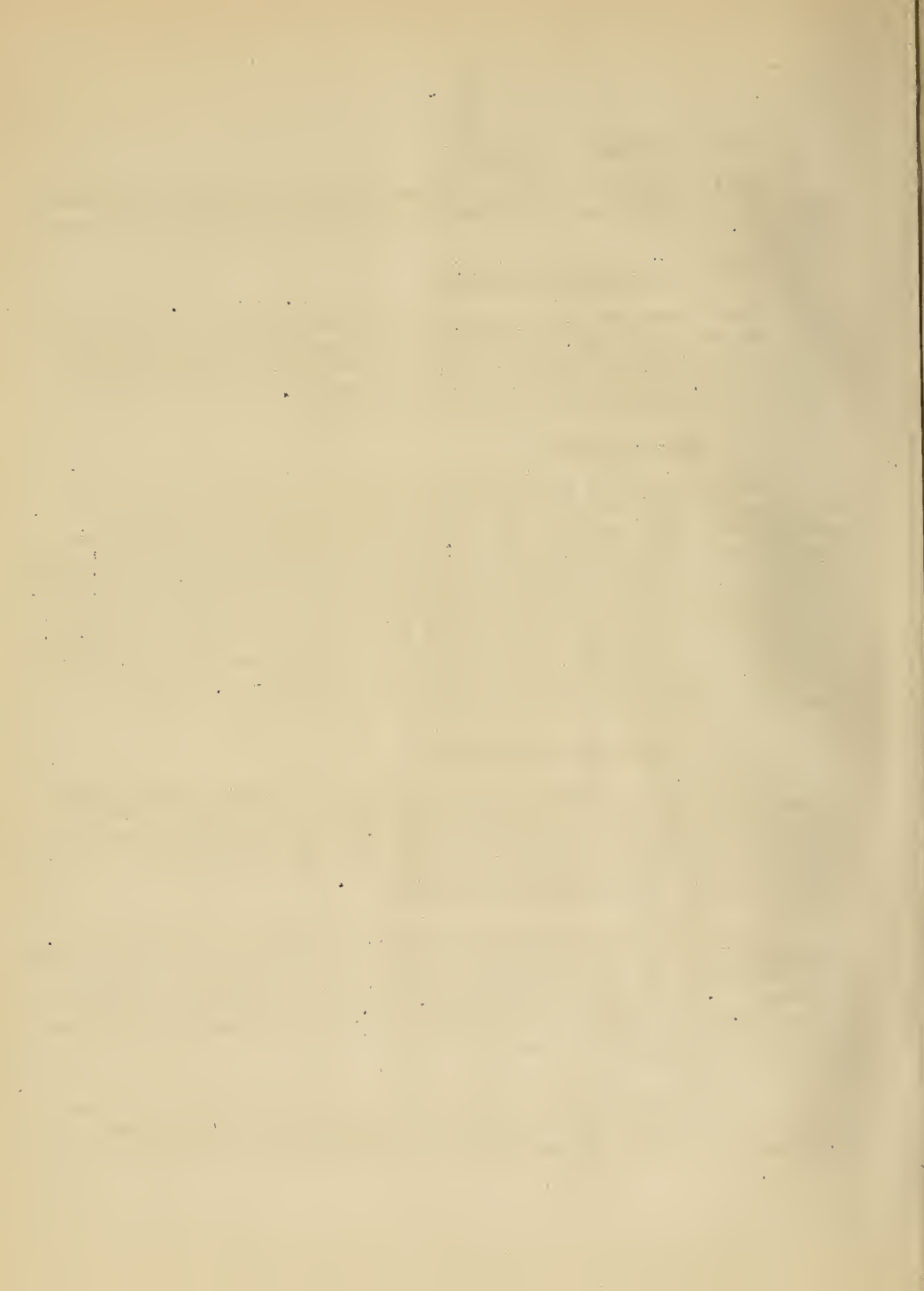
The display of flags against the flat surface of a wall in a place of assembly, a store or a hall, may be permitted provided the area covered by such material does not exceed one-third of the entire wall area. For the purposes of determining the extent of the wall area all openings through said wall should be construed to be a part of the wall itself. Flags displayed by means of poles may be permitted provided they are located at a distance of at least ten feet from the floor, and if suspended from balconies or walls by a distance of at least five feet from the nearest edge of the flag itself to the wall or balcony or place of anchorage to which the pole is affixed.

(10) Doubtful situations

Inspectors doubtful as to the classification under which an article might be included, should apply to the Deputy Chief in Charge of the Fire Prevention Division for a ruling, before an order is issued to remove the said article, unless its presence obviously constitutes a fire hazard, in which case its removal should be immediately ordered.

It is not the intention of this document to minimize the enforcement of the regulations contained in Section 12 of Ch. 148 FORM or to restrict the inspector to certain items and procedures in his work. If any decorations are found to be inflammable in stores, halls or places of assembly, and not expressly permitted by the head of the Fire Department they should be ordered to be removed forthwith.

The information in this "Guide for Inspectors", however, may be found useful in establishing uniformity in procedure when dealing with problems connected with the use of decorations.



Definition of

PLACES OF ASSEMBLY

Places of assembly are considered to be any building or portion of a building designed, constructed, reconstructed, remodeled, altered, used, or intended to be used, for fifty or more persons to assemble therein for any of the following:

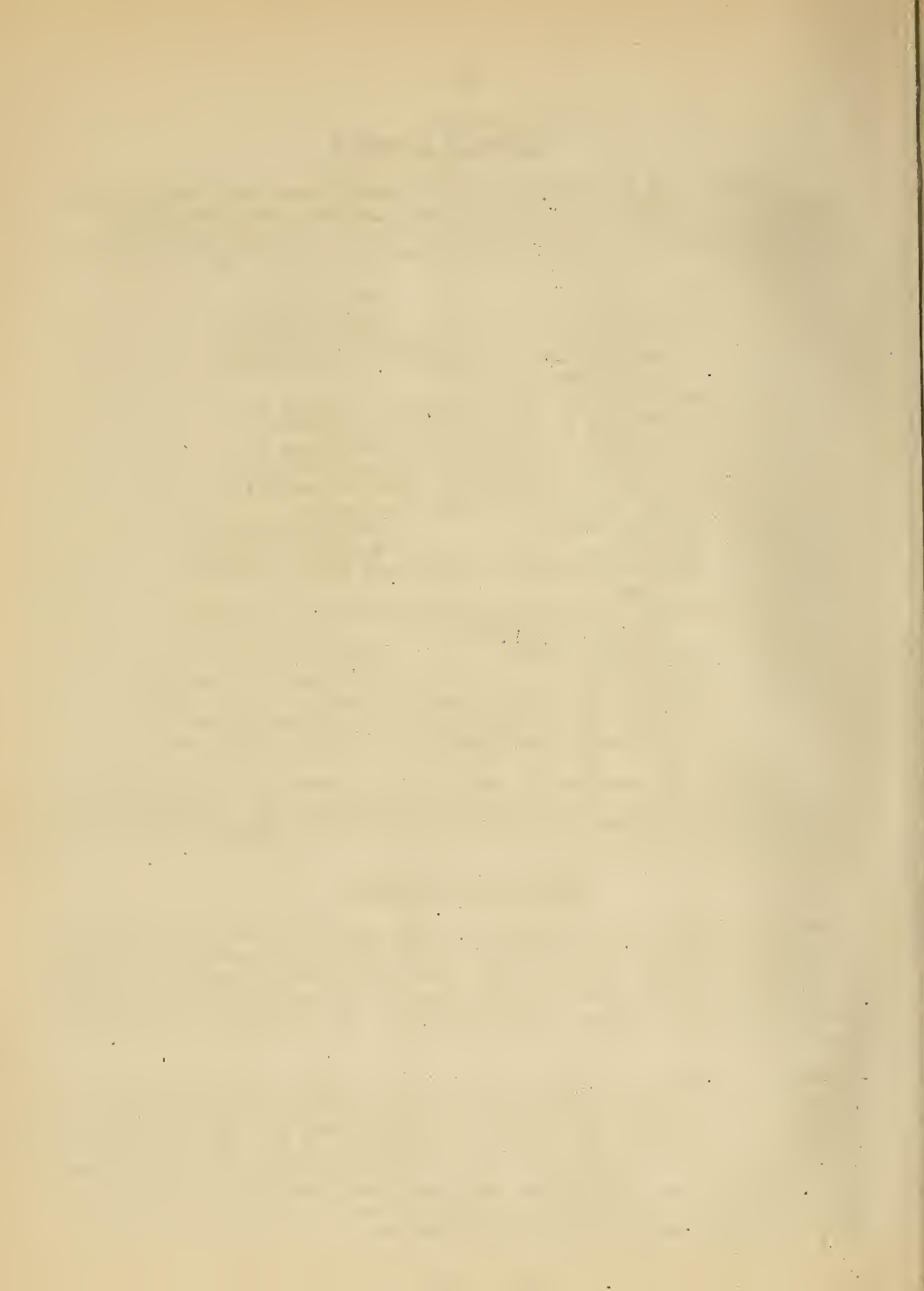
Dance halls	Restaurants
Cabarets	Night clubs
All places in which alcoholic beverages are sold or for sale to be consumed on the premises.	
Any room or space used for public or private banquets, dances, feasts, socials, card parties, weddings or religious services, (except in the case of funerals in private homes).	
Lodge and meeting halls or rooms	
Skating rinks	Swimming pools
Gymnasiums	Funeral parlors
Billiard, pool, bowling and table tennis rooms	
Halls or rooms used for public or private catering purposes	
Recreation rooms	Concert halls
Theaters	Broadcasting studios
School and college auditoriums	
<u>Places of assemblage and all other places of similar occupancy, (auction rooms, etc.)</u>	

Single or two-family dwellings, places of incarceration or detention, convents, monasteries, churches or synagogues are not considered "places of assembly" under the law. (See Ch. 546, Sec. 1, Acts of 1943.)

DEFINITION OF HALLS

"Public hall", any building or part thereof, except theatres, armories, churches and schools, containing an assembly hall with a seating capacity of more than four hundred and used for public gatherings and for such entertainments not requiring the use of scenery and other stage appliances, as the licensing office may approve.

"Special hall", a building or part thereof containing an assembly hall with a seating capacity of more than four hundred which may be used for occasional performances for the entertainment of spectators, or, with the approval of the Department, for continuous performances for the entertainment thereof in any year between June twentieth and September twentieth, with the use of scenery, under such conditions as the licensing officer shall direct, and for public gatherings.



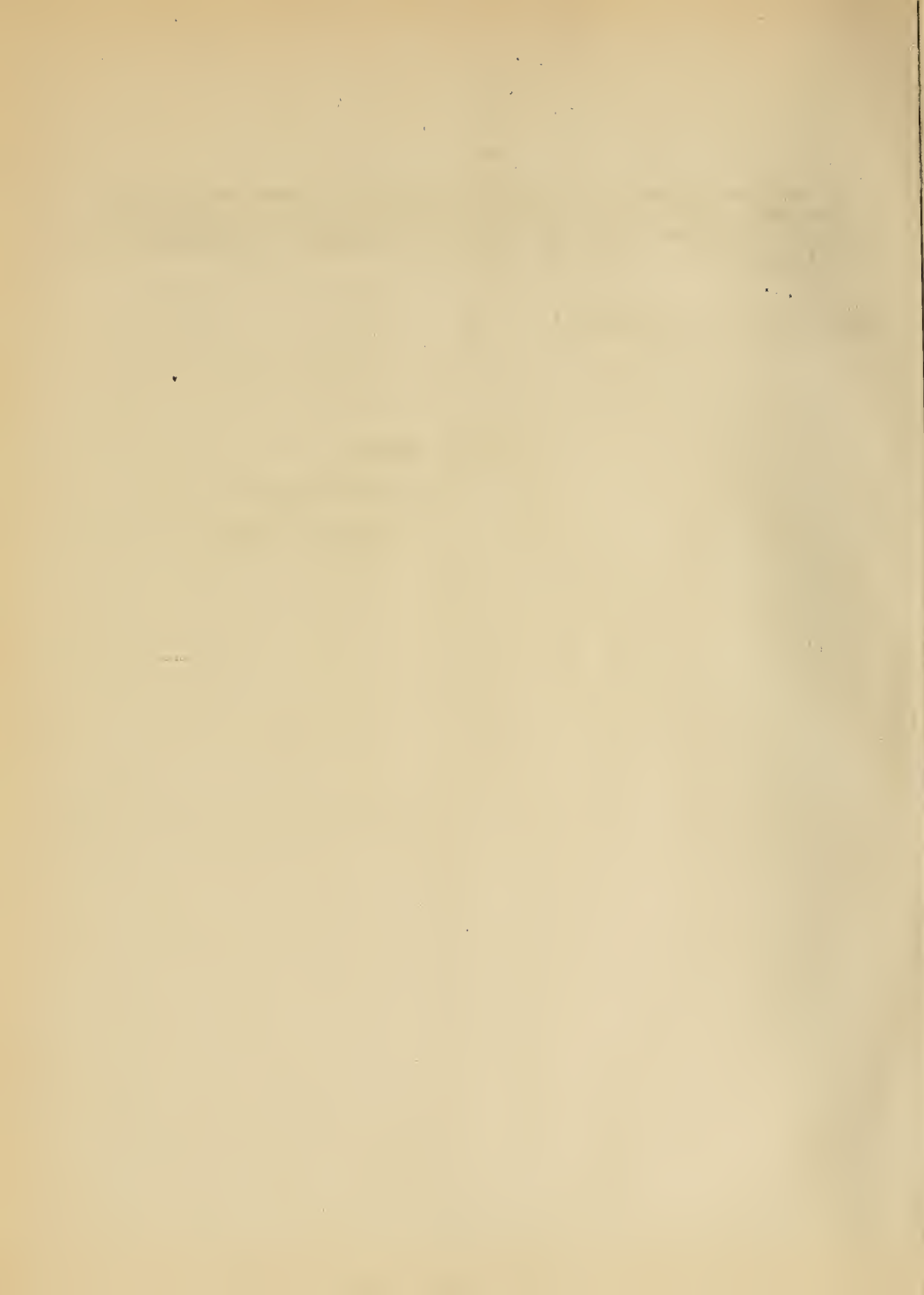
"Miscellaneous hall", a building or part thereof containing an assembly hall with a seating capacity of not more than four hundred, a society hall, or a hall in a public or private school building.

(See G.L. Ch. 143, Sec. 1)

W. A. REILLY

Fire Commissioner

August 2, 1944.



August 1944Revised October 14, 1944

RE: Use of Scenery, curtains, draperies in
Theatres, Schools, Institutions, Public
Semi-Public, or Private Buildings
Utilizing Stage Equipment.

THEATRES

Non-combustible stage materials, non-combustible scenery, non-combustible decorations, non-combustible drapes or non-combustible curtains are hereby defined to mean materials capable of withstanding a temperature of not less than 1200 degrees Fahrenheit for a period of not less than ten minutes; said non-combustible materials should neither support combustion nor carry flame during such period of test or after withdrawal therefrom.

Materials classed as non-combustible...Certain materials used for the purpose here indicated shall be classed as non-combustible:-

1. Drapes, curtains, hangings or decorations composed or constructed of metal, asbestos, a combination of metal and asbestos, or glass substances.
2. Scenery, borders, drops, hangings, wings decorations or travellers, composed of or constructed of closely-woven brass wire, inserted asbestos cloth weighing not less than $2\frac{3}{4}$ lbs. per square yard. All attachments, supports and framings of which shall be of metal.
3. Stage equipment, stage paraphernalia, stage settings and furniture made of metal or asbestos or of metal and asbestos.

Combustible scenery and decorations shall be considered as including all stage material, scenery, decorations, drapes and curtains other than the materials defined and classed as non-combustible above, shall be considered as combustible scenery.

1. Requirements...All stage materials, scenery and

decorations shall be capable of passing the approved department test or shall be treated with a flame retardent paint, solution or process which will render such material as capable of passing such a test.

AUDITORIUMS WITH STAGE EQUIPMENT IN SCHOOLS, INSTITUTIONS, PUBLIC, SEMI-PUBLIC, OR PRIVATE BUILDINGS.

No Curtains or scenery shall be used in any existing assembly hall of a school building or auditoriums in Institutions, Public, Semi-Public or Private Buildings located above or below the first floor, unless said building or auditorium has a proscenium wall separating the stage or platform from the audience room; a stage vent as required by building regulations, and unless said stage or platform is protected with a standard system of automatic sprinklers or water curtain....provided, however, that it shall be permissible to use a pair of sliding curtains hung on horizontal metal rods not more than 12 ft. above the floor of the stage and portable screens set on the floor. Said screens shall not be more than 8 ft. in height.

In assembly halls located on the first or ground floor of a building of fireproof construction, it shall be permissible to use not more than 4 curtains hung from the top of the proscenium arch or from the ceiling.

Screens used exclusively for stereoptical or motion picture purposes shall not be construed as curtains or scenery.

All stage materials, screens, curtains, draperies and scenery shall be treated with a paint or chemical solution which shall enable said material to pass the test specified for such materials, on page 1, lines 1-7, (under THEATRES) in this guide.

W. A. REILLY
Fire Commissioner.

RE: Flameproofing Tests of Decorations Used
in Stores, Halls and Places of Assembly.

A- MATERIALS ALREADY IN USE

1. The burden of proof that an article has been flameproofed and made fire-resistant is upon the owner or user of the material in question.

2. Whenever tests of flammability are deemed to be necessary and when they may be made safely, the owner or the occupant of the premises should make the tests in the presence of a Fire Department Inspector. It should be pointed out by the Inspector to the owner or the occupant that no liability for damage to the fabric being tested or to the premises upon which it is located is assumed by the Inspector when tests of flameproofing are made.

3. Wherever decorative materials which cannot be tested safely for flameproofing or fire-resistant qualities are found located in stores, halls and places of assembly, the material in question shall be considered as flammable and shall be ordered removed.

4. When making tests of inflammability of decorations in stores, halls or place of assembly under suitable conditions, the testing procedure shall be as follows:

a. An ignited or burning ordinary wooden match shall be held in contact with the material or substance under consideration for a period of twelve seconds and then withdrawn.

b. The tests shall be conducted so that the flame of the burning match shall be neither aided nor retarded by drafts or currents of air.

5. Material reported to have been flameproofed when subjected to the test described in the preceeding paragraph shall be considered to be flameproofed if it meets the following requirements:

a. FLASHING: No flashing shall occur at any time along the length of the test specimen. A flashing due to fuzz or bad edges may be disregarded. The average length of fabric charring should not exceed four and one half inches.

b. DURATION OF FLAME: The average continuation of flaming shall not exceed two seconds after the test flame has been withdrawn.

c. DURATION OF GLOW: The average continuation of glow at the edge of the charred area shall not exceed an additional twenty seconds at the cessation of flaming. Glow confined to the charred area may be disregarded.

6. REPORT. Notation should be made in the Inspector's daily record of inspections made, whenever flameproof tests have

been conducted in his presence. Such notation should indicate whether the results of the test were considered satisfactory or unsatisfactory.

Note: See "Guide for Inspectors No. 1" for classification of materials and definition of halls and place of assembly.

B- MATERIALS SUBMITTED TO THE FIRE DEPARTMENT FOR APPROVAL IN ADVANCE OF INSTALLATION.

1. Whenever an application is made for approval of the Fire Department of the flame resisting qualities of any material reported to have been flameproofed and where application is made for use of such material in stores, halls or places of assembly, the following tests shall be made of said material and a report made thereof in duplicate, one copy to be retained in the file of the Fire Prevention Division and the other copy to be submitted to the applicant.

2. These tests are required only where new materials are to be used at a given address. Where decorative material is already in use, and testing for inflammability is deemed advisable, such test as is required should be made on the premises by the owner or occupant in the presence of a Fire Department Inspector as described in foregoing paragraphs of this Guide.

3. For test of new materials proposed to be used, samples of each variety of the materials shall be subjected to separate tests. Each sample shall be of sufficient size to furnish samples for testing purposes, with at least three samples being furnished for every 500 square feet or fraction thereof of the materials proposed to be used.

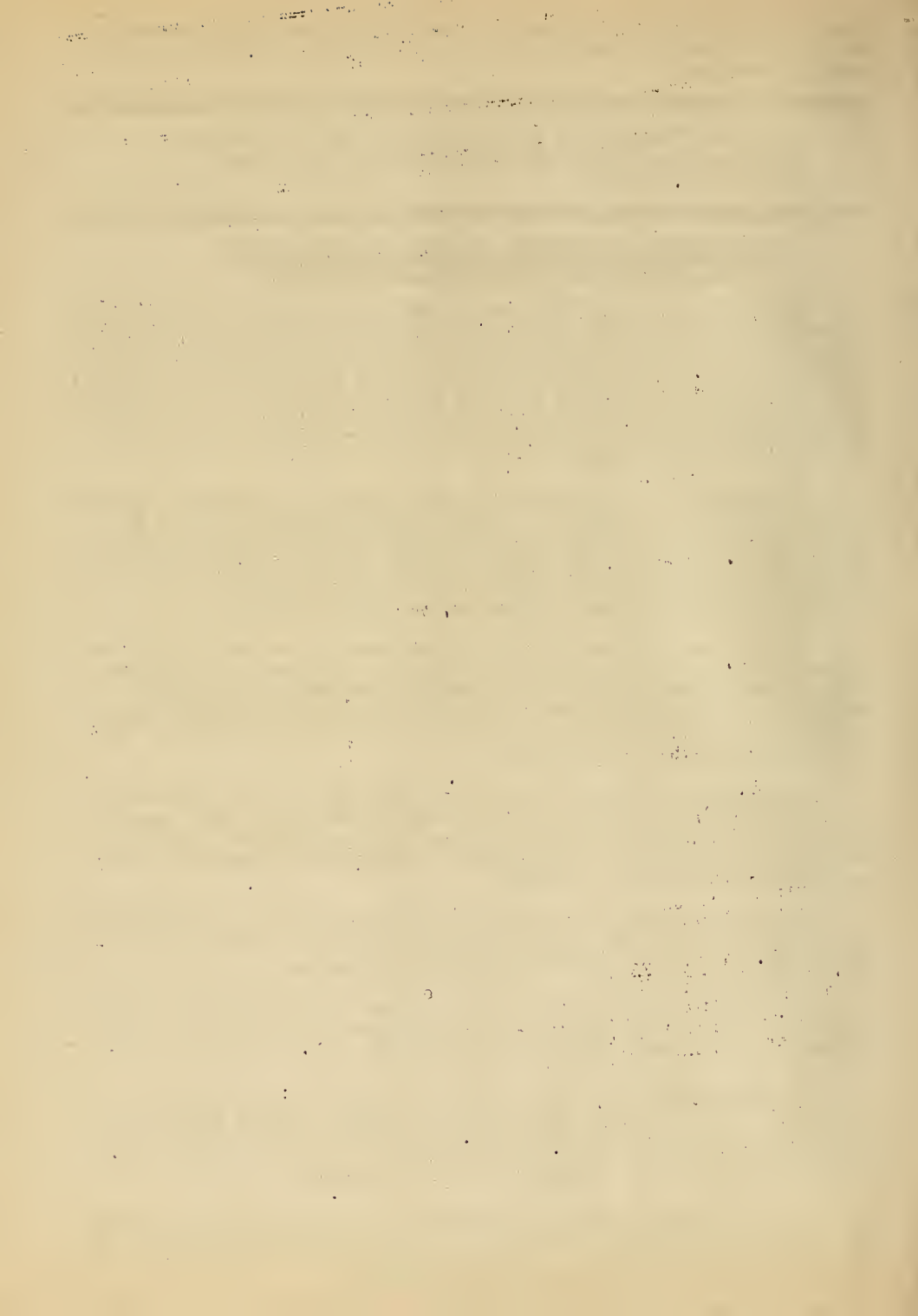
4. Samples for tests shall be a minimum of 2 inches wide, 12 $\frac{1}{2}$ inches long and shall be numbered on one end. Test samples shall be carefully cut from at least three different places in the material to provide a minimum of three test samples of each material submitted to testing.

5. The test samples shall have been dried for a period of 24 hours in a room of average temperature at 70 degrees Fahrenheit with an average humidity of forty degrees.

6. The test sample shall be retained by the Fire Prevention Division of the Fire Department in an envelope attached to the report of the results of the test itself.

7. FLAME TEST: The test specimen shall be suspended vertically and the full flame of an ordinary wooden match applied for twelve seconds and then withdrawn. The result of the test for duration of flame and duration of glow of each of the test specimens shall conform to the following:

a. Flashing. No flashing shall occur at any time along the length of the test specimen. A flashing due to fuzz or bad edges may be disregarded. The average length of fabric charring should not exceed four and one half inches.



b. Duration of Flame. The average continuation of flaming shall not exceed two seconds after the test flame has been withdrawn.

c. Duration of Glow. The average continuation of glow at the edge of the charred area shall not exceed an additional twenty seconds at the cessation of flaming. Glow confined to the charred area may be disregarded.

8. If the test specimens appear to be satisfactory and reasonable assurance has been obtained that the specimens truly represent the conditions of the material to be used as a decoration, approval may be given for the use of said materials for a period not to exceed one year.

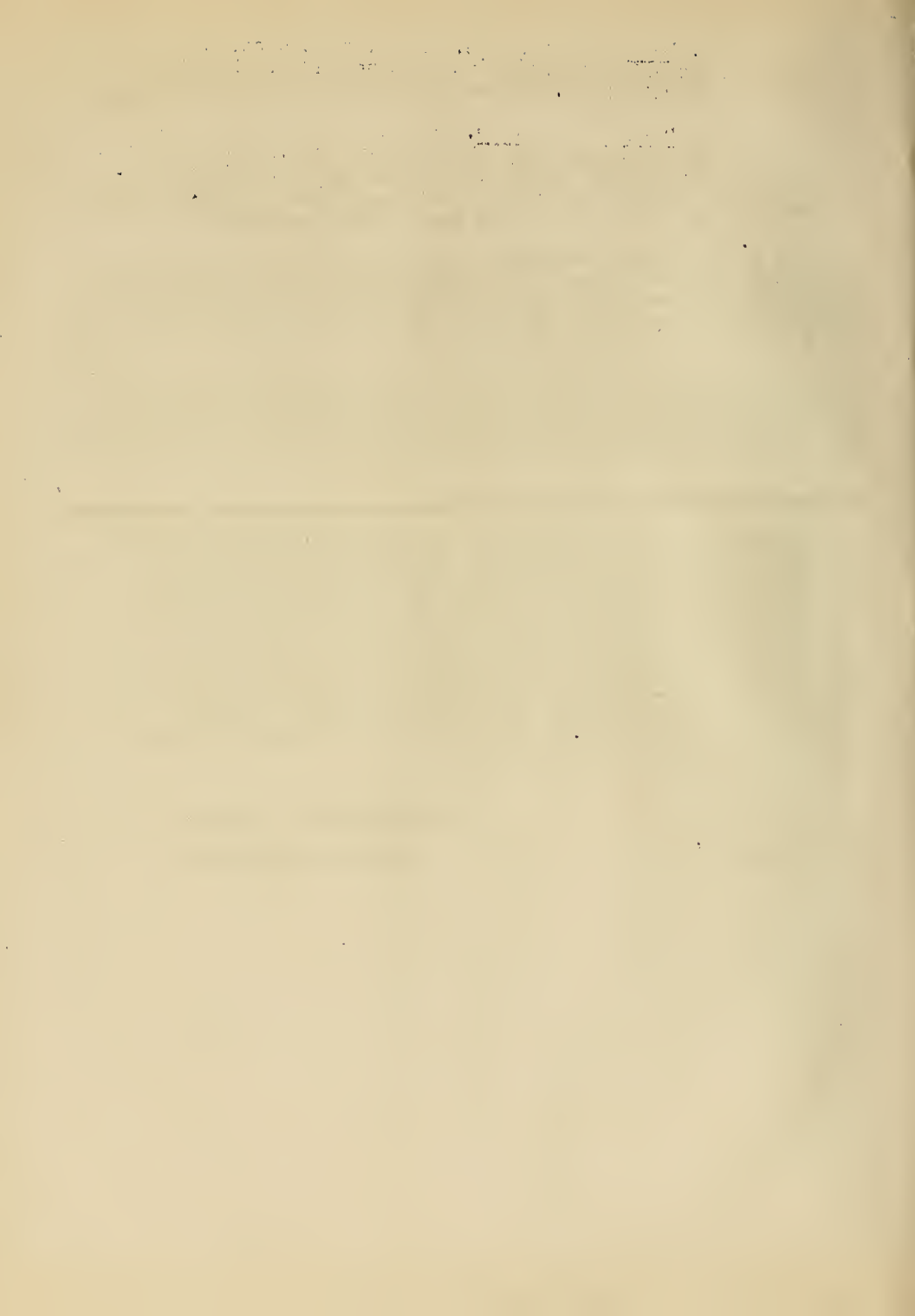
9. An affidavit by the person, firm or corporation that has flameproofed the combustible material shall be filed with the Fire Commissioner specifying the basic formula of the treatment applied and the date of application.

Note: For a description of the characteristics of water soluble flameproofing treatment of fabrics and additional comprehensive information regarding fire-retardent treatment for fabrics, read the industrial data sheet #D2-2 of the National Safety Council, a copy of which is attached to this Guide; National Fire Underwriters Bulletin #31; Letter Circular No. 467 National Bureau of Standards, Washington, D. C.; Crosby Fiske Handbook for Fire Protection, and the pamphlet "Recommended Requirements for Flameproofing of Textiles" N.F.P.A. Boston.

WILLIAM ARTHUR REILLY,

August 30, 1944.

FIRE COMMISSIONER.



RE: Overcrowding

There are many persons among the general public who believe that jurisdiction in the matter of overcrowded conditions observed in theatres, places of assembly and other structures rests within the Fire Department.

The facts are as follows: If there is a license issued for the use of a place where overcrowding is observed, the licensing authorities should be notified of such violations.

If the premises are not licensed for any specific use, overcrowded conditions should be reported to the Building Department, inasmuch as the permit for the type of occupancy existing in the building is usually granted by the Building Department, and the floor load and other factors pertaining to the sufficiency of exits, etc., may be found to be within the jurisdiction of the Building Department.

The authority for the enforcement of all laws is vested in the Police Department but there is a duty upon any public officer observing a violation of law to take some action as a result of such an observance.

The recommended procedure for Fire Inspectors is as follows:

- a. Call the matter to the attention of the manager or the person in charge of the premises.
- b. If for some reason beyond the control of the management, the condition cannot be corrected, or if the management does not show a co-operative attitude in obtaining a correction of such conditions, then a police officer should be notified.
- c. After having reported the matter to a police officer, if correction of the condition is not then accomplished within a reasonable time, notice should be given to the proper licensing authorities and where no license is required, notice should be given to the Building Dept.

Licenses for theatres, and places of assembly are issued by the Massachusetts Department of Public Safety so that notices regarding overcrowded conditions in such places should be referred to that department. If an emergency exists which requires immediate correction, a telephone call may be made to the Department of Public Safety or to the Building Department provided an effort has been made first to contact the Deputy Chief of the Fire Prevention Division who should always be consulted at once when situations requiring immediate action are discovered.

September 8, 1944.

WILLIAM ARTHUR REILLY
Fire Commissioner

RE: School Inspections

The hours of occupancy and the number of pupils attending public, parochial and private schools in the city of Boston indicates that during one fourth to one half of each day, a substantial number of persons are housed in such buildings.

Of paramount importance, therefore, are school inspections and the members of the Fire Department called upon to make such inspections should bear in mind the following points:

1. Good Housekeeping is of prime importance in the prevention of school fires. The method of handling and disposing of waste paper should be investigated and all portions, especially under and near stairways, searched for accumulation of waste or discarded materials. In manual training and all such work rooms the necessary self-closing metal waste cans should be present.
2. Heating Equipment being the cause of a large portion of school fires should be given special attention. Clearances between combustible material and furnaces, smokepipes, steampipes and all other hot surfaces should be examined to see that they are adequate.
3. Electric Wiring should be observed for improperly made extensions, hazardous use of electrical cord, etc. Fuses should be checked to see that they are not oversized.
4. If stage materials are used in the school auditorium, the contents of "Guide for Inspectors No. 2" should be noted upon inspecting this part of the building.

FIRE EXTINGUISHERS

5. The Inspector should examine all fire extinguishers to see that they are well maintained, sufficient in number and properly spaced. Standpipe systems should be checked as to location and accessibility of hose stations to see that the hose is in good condition with hose and nozzles properly attached. Where a sprinkler system is provided it should receive frequent careful checkups. Water supply to sprinkler and standpipe systems should be noticed.

EGRESS

6. Each large assembly room on each floor should have at least two means of egress available for quick evacuation of the building.
7. All exit doors should open outward, and while the building is in use no exit doors should be locked.
The installation of panic bolts should be encouraged in all doors.
8. The stairways, corridors and fire escapes are to be kept free from obstruction.

FIRE DRILLS

9. Of great importance in all schools is the matter of exit drills. The Inspector should check on the frequency of drills, the time taken to vacate the building, and the arrangements made for properly notifying the Fire Department in case of fire.

10. The building fire alarm system should be examined to see that the alarm can be heard in all portions and can be sounded from each floor.

11. It should be explained that fire fighting, the salvaging of wearing apparel, or the attempting in any way to save material things are all matters secondary in importance to the safety of school children. Fire fighting and salvage should not be undertaken until all the pupils, all the teachers, and all others who are responsible for any group of pupils are on their way out of the building and have been accounted for. Even visitors must leave the building if only as an example for the children.

12. Frequency of drills is of the utmost importance.

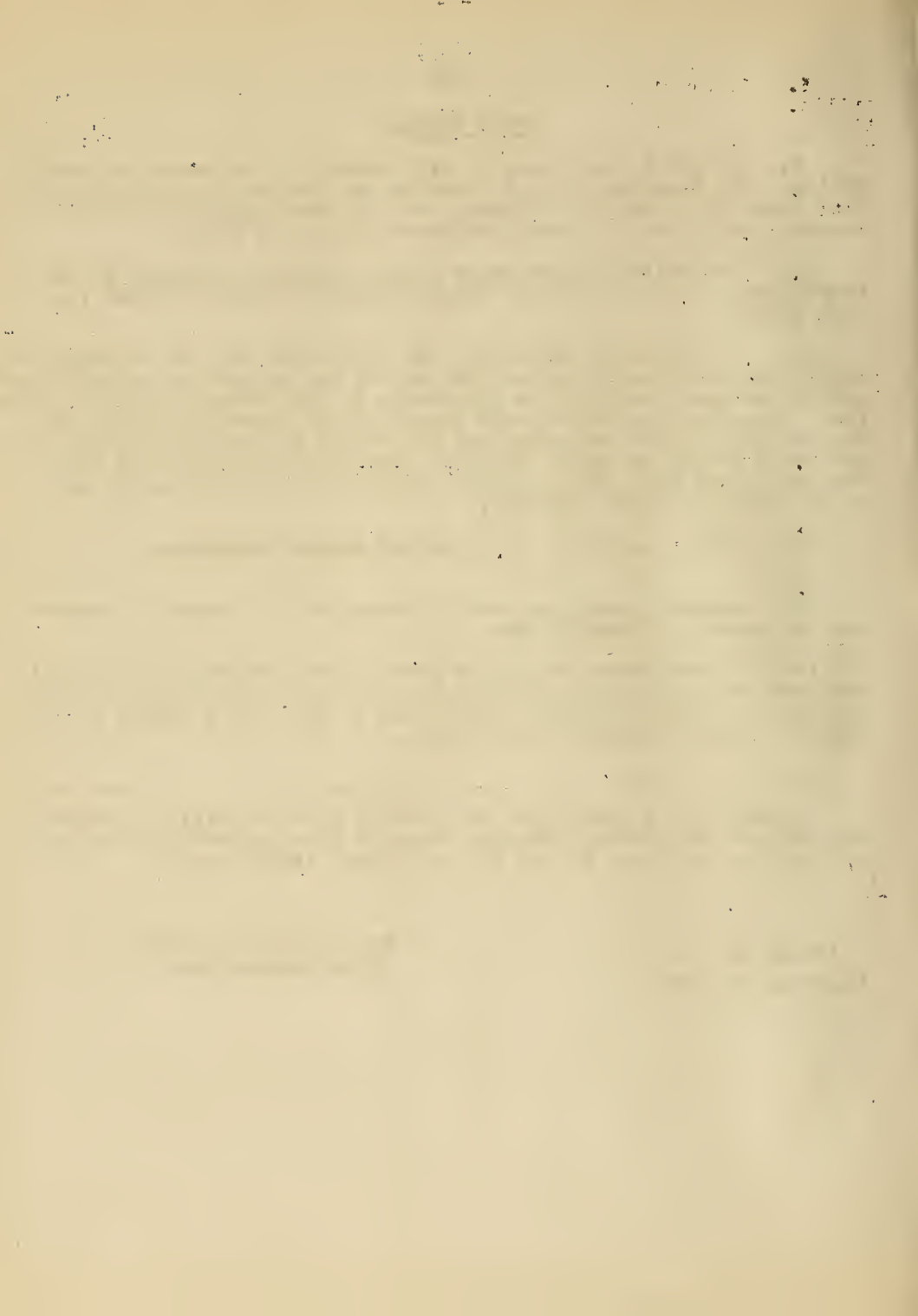
13. Special provisions must be made for the removal of those who are physically handicapped.

14. Consideration should be given to the health of the school children but except at such times when there are epidemics of colds, the short time the children will be out of doors as a result of fire drills, seldom endangers their health.

Note: For a model plan for setting up fire drills in schools see Bulletin #73 of the National Board of Fire Underwriters or the Exit Drills contained in the N.F.P.A. book, "Fire Codes."

(Guide No. 5)
September 14, 1944

William Arthur Reilly
Fire Commissioner



RE: SALVAGE MATERIAL

In connection with the war effort various salvage campaigns have been and are in progress.

Special attention should be given by Fire Department Inspectors to storage of paper awaiting final disposal particularly in collection centers where large accumulation of waste paper may be found awaiting such disposal.

The paper should be in bundles and tied with strong cord.

There should be no smoking where such paper is being sorted.

Churches, schools, clubhouses and other similar places where people regularly congregate should not be used for prolonged storage.

Wherever possible, a building protected by automatic sprinklers should be secured for storage of combustible salvage material.

Where large storages are located suitable aisles should be maintained. Paper should not be piled directly against the walls, windows should not be blocked, and the paper should not be scattered around loosely.

Fire hazards concerned with the collection and storage of old rags will be minimized if such work is left to those individuals or organizations ~~not~~ properly equipped. Aside from the health hazard involved in handling rags which may include wearing apparel carrying germs, rags frequently contain furniture polish and oils which have a definite tendency to ignite spontaneously.

Local salvage officials will usually be found to be co-operative when hazards are found which should be eliminated. Therefore, in most instances it is merely necessary to point out to such officers the dangers found to be existing in certain locations and prompt action, in all probability, will be forthcoming.

RE: GASOLINE

Periodically when there is an anticipated shortage of gasoline or the possible closing of service stations on Sundays it may be observed that some persons will endeavor to procure gasoline and keep it in various types of containers ranging from the ordinary five-gallon tin to a one-gallon glass bottle.

Few realize the hazards introduced by this practice. Gasoline stored in makeshift containers, kept in basements present a special hazard of a serious character. The hazard of gasoline leakage is

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high and the danger of an accumulation of vapor which can be readily ignited from a remote point may be the cause of serious fires and injury to persons or loss of life.

The greatest hazard resulting from the attempt to store gasoline in various types of containers is the danger to life resulting when the gasoline is poured from the container into the tank of the automobile. The tank inlets are designed to permit the ready delivery of gasoline in through the nozzle attached to hose. It is practically impossible to pour gasoline into these inlets from bottles, cans and other containers unless a funnel is used and proper funnels are seldom available. Even when there is a funnel used, it is not at all uncommon for a considerable amount of the gasoline to be spilled over the car and in some cases onto the clothes of the person doing the pouring.

Likewise, there is always the danger that a ^{static} ~~starting~~ spark may ignite the vapors.

The co-operation of operators in service stations will help to remedy the possibility of such situations developing.

WILLIAM ARTHUR REILLY

FIRE COMMISSIONER.

Guide No. 6
September 22, 1944.

Re: Boarding Homes for Aged Persons, Convalescent Homes,
Nursing Homes, Rest Homes, etc.

In recent years there has been an increase in occupancy of private dwelling houses converted for the purpose of serving as convalescent homes, rest homes and private hospitals.

Rest homes are licensed by the State Department of Public Welfare under provisions of Chapter 121, General Laws, Tercenary Edition. Absence of licenses, or violations observed of Rules and Conditions of licenses, therefore, should be reported for reference to the State Department.

The City of Boston Building Department has authority in matters of construction and change of occupancy. Problems pertaining to egress or structural conditions, therefore, should be reported for reference to the City Building Department.

In making inspections of rest homes, convalescent homes and hospitals located in converted private dwelling houses, Fire Department Inspectors should pay special attention to the following points, keeping in mind the age and condition of the inhabitants of the home:-

1. SURROUNDINGS: Attention should be given to hazardous surroundings, such as high brush or grass, combustible rubbish, buildings in dilapidated or poor condition.

2. SLEEPING ROOMS: Where it is obvious that helpless patients are above the first floor, the Inspector should pay particular attention to means of egress available in case of an outbreak of fire. Instructions governing emergency exit in case of fire should be posted in each room in accordance with State Department of Public Welfare rules.

3. FIRE APPLIANCES: The Inspector should note the kind and number of fire appliances available on the premises. If, in his opinion, additional appliances should be provided, or locations changed to afford better protection, such recommendations should be made.

4. PATIENTS' QUARTERS: If locks, bolts or other means of securing doors to patients' quarters are found, removal should be recommended.

5. HOUSEKEEPING: A very high standard of housekeeping should be maintained in convalescent homes and rest homes and private hospitals. If the Inspector believes that a partial or complete sprinkler installation is necessary to properly protect the lives of patients, he should so recommend in accordance with Rule 345 of the Rules and Regulations of this department.

Attached hereto is a copy of the law under which licenses for boarding homes for aged persons are issued and also extracts on the rules and regulations of the Department of Public Welfare of special interest to Fire Prevention Inspectors. These extracts are from the Rules and Regulations revised as of May 23, 1940.

WILLIAM A. REILLY

FIRE COMMISSIONER

Guide No. 7
September 26, 1944..

GENERAL LAWS
TERCENTENARY EDITION

3.

(Chapter 121, Section 22A)

The department* may license any suitable person to maintain a boarding home for aged persons, may prescribe the conditions under which such a license may be granted and may make, and from time to time alter and amend, rules and regulations for the Government of such homes. Every license issued under authority of this section shall be for the term of two years, but may be revoked by the Department at any time for cause.

The Department* shall have supervision of all such homes and may visit and inspect the same at any time and examine their accounts.

Any person other than a charitable corporation herein-after referred to proposing to enter into a contract to provide care incident to advanced age, for life or for more than five years, for any person over sixty years of age and not a member of his immediate family shall report that fact immediately to the Department* and shall, before entering into or receiving any consideration under such contract, deposit with the State Treasurer a bond in a sum and in an amount satisfactory to the Department* with sureties approved by the State Treasurer, or, in lieu thereof, such amount of money or securities as the Department* determines, as security for the proper care as aforesaid of such person.

Any person who maintains a boarding home for aged persons without holding a license hereunder, any person licensed hereunder who violates any provision hereof, shall for a first offense be punished by a fine of not more than five hundred dollars and for each subsequent offense by imprisonment for not more than two years.

Whoever under his own name or under any other name or style, except a charitable corporation duly incorporated under the laws of this commonwealth, maintains a home in which three or more persons over the age of sixty years and not members of his immediate family are, for hire, gain or reward, by contract as aforesaid or otherwise, provided with care incident to advanced age shall be deemed to maintain a boarding home for aged persons for the purposes hereof.

* State Department of Public Welfare

(Note: Underlines and paragraph divisions added by Fire Commissioner for this Guide.)

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RULES AND REGULATIONS- STATE DEPARTMENT PUBLIC WELFARE
(As revised, May 23, 1940)

For the information and guidance of persons licensed to operate boarding homes for the aged, the Department * has formulated the following minimum requirements. These regulations are not intended to cover all the details, but will serve to inform licensees and others of the general policy of the Department* with regard to maintaining licenses.

1. For the purposes of these regulations a convalescent home or hospital, rest home, home for the aged, nursing home or other institution of similar character, regardless of designation, caring for three or more persons over the age of sixty and not incorporated under Incorporated Charities, (Chapter 121, section 7 of the General Laws) shall be deemed a boarding home for aged persons.

** 2-8, inclusive- not pertinent to Fire Inspections.

9. Patients shall occupy sleeping rooms on the second floor of any building only when two separate exits consisting of separate stairways, front and rear, are provided. A single interior stairway may be supplemented with exterior stationary fire exit.

10. Patients may occupy sleeping rooms above the second floor only in buildings of first class fireproof construction.

11. All rooms must be outside rooms with a minimum of 600 cubic feet of air space allowed for each person. Dormitories shall be limited to six(6) beds.

12. All beds used for patients shall be at least 36 inches in width, six feet in length, and so spaced to permit freedom of movement on three sides.

13. Patients' quarters shall not be locked, hooked or fastened in any manner.

14. Instructions governing emergency exit in case of fire must be posted in each room.

* State Department of Public Welfare

** (Numbers 2 to 8 inclusive are omitted from this Guide by the Fire Commissioner to save space and as irrelevant in Fire inspections.)

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY

REPORT OF THE
COMMISSIONERS OF THE
UNIVERSITY OF CHICAGO
FOR THE YEAR 1900

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Extract from the Hospital Regulations
of the Building Department, City of Boston

REGULATION 1. All hospitals in the City of Boston shall register with the Building Department in the manner required by Chapter 32 of the Special Acts of 1919 setting forth all the facts and data therein specified.

**

REGULATION 5. Beds. All beds used for the patients shall be metal. No two beds are to be in contact.

REGULATION 8. Garbage and Refuse. Some sufficient means approved by Building and Health Commissioner's shall be provided for the disposal of garbage and refuse.

REGULATION 10. Responsible officers on duty at all times. The Superintendent, or other responsible officers, or his assistant, shall be on duty at all times, and shall be responsible for the management of the institution, including proper instruction of nurses and employees, with respect to the prevention of the spread of infection of any character whatever.

REGULATION 14. For the purpose of these regulations, a hospital is to be regarded as an institution, or a building used, or to be used, for the reception, care, or medical or surgical treatment of persons who are sick, wounded, or in need of operative treatment, or who may be convalescent from sickness, or operation, or invalids.

REGULATION 15. A system of automatic sprinklers to be provided throughout the building approved as to arrangement, location and efficiency, by the Building Commissioner.

REGULATION 16. There shall be a reasonable means of egress in said building.

REGULATION 17. In hospitals composed by two buildings separated from each other by brick party walls in which openings occur equipped with fireproof self-closing doors, the fire escapes shall be provided with stairs from landing to landing, exiting at ground.

REGULATION 18. Where metal fire doors occur in separating walls they shall be equipped with self-closing devices and shall bear words plainly printed upon same, - "This door to be kept closed at all times."

REGULATION 19. The rules and regulations governing egress and fire prevention measures shall be plainly printed and posted in each room occupied by said hospital.

REGULATION 20. Suitable number of fire extinguishers to be provided, the location of same to be determined by the local chief of the Fire Department.

ADOPTED: April 1, 1926.

**NOTE: Regulations 2, 3, 4, 6, 7, 9, 11, 12, 13 - omitted as not pertinent to Fire Inspections.

